Overview of Department of Defense Issuances

DoD Directives

•Exclusively establish policy, assign responsibilities, and delegate authority to DoD Components
•Contain no procedures
•Two types: Direct Oversight and Chartering

DIRECT OVERSIGHT

•Require SecDef or DepSecDef direct oversight and signature; 10 pages long; contain only:
•Non-delegable SecDef or DepSecDef responsibilities;
•Assignment of functions and resources between/among PSAs and/or DoD Components;
•Designation of DoD Executive Agents and assignment of related responsibilities and authorities; or
•Matters of SecDef or DepSecDef special interest

CHARTERING

•Establish OSD Component Head, PAS official, Defense Agency, DoD Field Activity, or other major DoD or OSD Component's official mission, responsibilities, functions, relationships, and delegated authorities
- Signed by the SecDef or DepSecDef
- Signed by the Under Secretaries delegated the authority in their charter for subordinate OSD PAS officials

DoD Instructions

•Establish or implement policy
•May contain overarching procedures
•If exceeding 50 pages, will be separated into volumes
•Two types: policy and non-policy

POLICY INSTRUCTIONS

•Establish policy and assign responsibilities within a functional area assigned in an OSD Component head's charter
•May provide GENERAL procedures for implementing the policy
•Signed only by OSD Component heads or their Principal Deputies
•Include OSD Component's charter as a reference

NON-POLICY INSTRUCTIONS

•Implement policy established in a directive or policy instruction
•Procedures are more detailed
•Provide procedures for carrying out the policy
•Signed by OSD Component heads, Principal Deputies, or other OSD PAS officials as authorized by their charters
•Includes OSD Component's charter as a reference (if the Principal Deputy or PAS official has a charter, that will be used)

DoD Manuals

•Implement or supplement a directive or policy instruction. Will be authorized by a directive or policy instruction. The authorizing issuance will be cited in the manual and included as a reference

•Identify uniform procedures for managing or operating systems and provide administrative information

•If exceeding 100 pages, will be separated into volumes

•May contain a policy section; SUMMARIZING policy established elsewhere

•Signed by OSD Component heads, Principal Deputies, or other OSD PAS officials as authorized by their charters

•All DoD publications that are not manuals (i.e., catalogs, compendiums, directories, guides, handbooks, indexes, inventories, lists, modules, pamphlets, plans, regulations, series, standards, and supplements) will be converted into manuals on their next reissuance

Directive-type Memos

•Issued:
- ONLY for a time-sensitive action that affects a current DoD issuance or that will become a DoD issuance
- ONLY when time constraints prevent publishing a new issuance or a change to an existing issuance

- May:
- Establish policy and assign responsibilities; or
- Implement policies and responsibilities established in existing directives or instructions

- Signature Authority:
- If the memo requires their direct oversight - SecDef or DepSecDef
- If the memo establishes policy – OSD Component heads or their Principal Deputies
- If the memo implements policy – OSD Component heads, Principal Deputies, or other OSD PAS officials as authorized by their charters

- Effective for 12 months from signature. Must be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or

Issuance Types: Administrative Instructions

- Written by WHS, Pentagon Force Protection Agency, or DA&M personnel but can be applicable to all OSD Components.
- Implement policy established in Directives or policy Instructions for the administration of the DoD Components in the National Capital Region that are serviced by WHS.
- Must be authorized by a Directive or policy Instruction and WHS or DA&M charters.